



DATE: May 9, 2001
TO: Distribution
FROM: Colette Gooch, GS/LD HR Center Manager
RE: GS/LD Kick Off Communication and Guidelines for P²R process

It's that time of year again! Time to work on the P²Rs (Performance Progress Reviews) for the period July 1, 2000 to June 30, 2001. P²Rs are required for all career employees, term scientists, and post doctoral fellows for AFRD and Physics, including represented and non-represented positions. Excluded from the process are faculty, limited appointment employees, students, NSD post doctoral fellows, variable time employees, and rehired retirees. Supervisors of matrixed employees working in your area(s) will be contacting you directly for performance feedback.

New for 2001 P²R – Goals for next year: Please identify and submit to your supervisor, (along with ASPR, CV (if applicable), and Employee Worksheet), the goals you'd like to achieve within the 2002 P²R period. Also, identify specific training/workshops you would like to attend.

Key P²R dates:

(please note, due to Snowmass there is a tight turnaround timeframe)

Phase 1

May 25, 2001: ASPRs, CVs (if applicable), and/or updated Employee Worksheets are due to the supervisor

June 8, 2001: Draft P²Rs, ASPRs, Position Descriptions, training profile and CVs (if applicable) are due to the GS/LD HR Center. The HR Center will review and return P²Rs for edits if necessary

June 28, 2000: Revised P²Rs for final draft are due to the GS/LD HR Center

Phase 2

TBD* Division Directors present P²Rs to Dr. Shank

TBD* Supervisors Discuss P²Rs with employees

TBD* Signed P²Rs are returned to GS/LD HR Center

*Dates will be determined by Dr. Shank P²R Review schedule

Please refer to the **NEW and IMPROVED** GS/LD P²R web site www.gshr.lbl.gov/p2r for full details, which include training presentations, procedures, calendar of due dates, and forms. The web site will be up and running effective Monday 5/14/01.

If you have any questions or need assistance please contact the HR Generalist for your division.

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